



## BANGOR BILIDOWCARS DIVING CLUB CHAIRPERSON

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### Role

To be responsible for the implementation of good practice and child protection policies within the club.

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### Skills

- Approachable
  - Enthusiastic with a good knowledge of the sport and club
  - Well organized and able to delegate
  - Ability to control meetings
  - Confident at public speaking
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### Main Duties

- To chair and control the meetings of the management committee
  - To be involved, where appropriate, in the coordination of all club activities
  - Oversee decisions made by RCT Diving Development Scheme management and sub committees
  - Oversee the work of officers and other club personnel
  - In conjunction with the secretary present the annual report
  - In conjunction with the treasurer present the annual accounts
  - Consult with the secretary on the content of the agenda and minutes of meetings
  - Keep up to date on Swim Wales/ASA laws, regional rules and club constitution
  - Ensure that statutory documents and other returns are filed on time
  - Advise the treasurer on the use and investment of club funds
  - Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
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### Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

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### Role Benefits

Contribution to ensuring a safe and well-managed club

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB SECRETARY

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### Role

To ensure the smooth running of club administrative requirements

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### Skills

- Administration skills desirable
  - Good working knowledge of Microsoft word and minute taking desirable
  - Good verbal and written skills
  - Well organized and efficient
  - Sound knowledge of the club
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### Main Duties

- Deal with the day to day running of the club including all correspondence
  - To process and deliver appropriate forms and information to and from county, regional and national Swim Wales/ASA departments
  - Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
  - Liaise with the Swimming and Competition secretary to ensure that pools are booked for all training sessions as well as all events hosted by the club
  - Book venues for Committee Meetings and AGM
  - Act as the main point of contact for your club for the county, regional and national Swim Wales/ASA
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### Commitment

Ongoing weekly responsibility including all club committee meetings

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### Role Benefits

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## **BANGOR BILIDOWCARS DRAGON MARK CO-ORDINATOR**

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### **Role**

To co-ordinate the implementation of the Swim 21 initiative within the club. Swim 21 is the Amateur Swimming Association's 'Quality Mark' for aquatic clubs Nationally. To co-ordinate the implementation of the Dragon Mark initiative. Dragon Mark is the Swim Wales 'Quality Mark' for Welsh aquatic clubs.

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### **Skills**

- Well organized and able to delegate
  - Administration skills
  - Enthusiastic and a good motivator
  - Approachable
  - Confident and effective communicator
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### **Main Duties**

- To write the ACDC annual report and action plan
  - To liaise with the Regional Diving Development Officer, RCT Diving Development Manager, Dragon Mark and Swim 21 Club Committee and Club Members
  - To keep the Club updated on their progress through the Dragon Mark and Swim 21 process
  - To ensure that Club Members are informed of Swim 21 courses and seminars
  - To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Dragon Mark and Swim 21 Action Plan
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### **Commitment**

Up to 5 hours per month plus attendance at bi-monthly committee meetings

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### **Role Benefits**

Contribution to enabling a club to achieve its full potential

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CHILD WELFARE OFFICER

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### Role

To be responsible for the implementation of good practice and child protection policies, and to advise and take necessary action when issues regarding this arise within the club.

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### Skills

- Approachable
  - Good listener and communicator
  - Tactful and discreet
  - Independent of divers to ensure fair and unbiased handling of internal matters.
  - Independent of other committee roles
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### Main Duties

- To ensure all possible child protection concerns are dealt with following the Swim Wales Child Protection Guidelines (See current Swim Wales policies)
  - To maintain, administer and manage the completion of the CRB check forms in partnership with the membership secretary
  - To be aware of the child protection policies and procedures of Swim Wales and to receive all updates of this nature from Swim Wales.
  - To ensure Swimline is promoted by the leaflet on the club notice board
  - To raise awareness of good child protection practice with the teachers and coaches through the Swim Wales/ASA/Sports Coach UK Good Practice and Child Protection workshop.
  - To advise the Committee on child protection/vulnerable adult issues
  - To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice
  - Regularly evaluate and update ACDC Child Protection Policies and related areas
  - Liaise with independent bodies such as Social Services and the Police when necessary
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### Commitment

Be present at the pool one every 2-3 weeks

Dealing with child protection issues as and when they arise, administration when policies require updating, attendance at committee meetings and club social events

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### Role Benefits

Contribution to ensuring a safe environment is for young persons to enjoy sport.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING TREASURER / MEMBERSHIP

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### Role

To produce and manage club accounts and monitor finances

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### Skills

- Some financial background and knowledge of producing accounts desirable
  - Knowledge of using and working with spreadsheets or other account systems
  - Reliable and honest
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### Main Duties

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and management committee

### Membership Duties

- Issues membership application forms
  - Responsible for distribution of membership renewal letter & forms
  - Maintains membership database
  - Submits information to the Committee for consideration at the monthly meetings
  - Ensure membership fees are paid to Swim Wales/GBDF at the appropriate time
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### Commitment

Ongoing responsibility for club accounts

Administrative time spent distributing and collating annual memberships

Attend committee meetings and club social events

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### Role Benefits

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## **BANGOR BILIDOWCARS DIVING ASSISTANT TREASURER**

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### **Role**

To assist the Treasurer in producing and managing club accounts and monitor finances

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### **Skills**

- Some financial background and knowledge of producing accounts desirable
  - Knowledge of using and working with spreadsheets or other account systems
  - Reliable and honest
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### **Main Duties**

- Supports all duties of the Treasurer
  - Collects in money from merchandise, social events or fundraising activities
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### **Commitment**

Attend committee meetings and club social events

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### **Role Benefits**

Contribution to ensuring a well-managed club

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB HEAD COACH

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### Role

To play a vital role in leading and developing the Club

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### Skills

- Well organised and efficient
  - Sound knowledge of the Club
  - Confident and effective communicator
  - Professional
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### Main Duties

- Input in to club communications such as monthly newsletters, competition results and press releases
  - Develop club competition programme, liaising with all events coordinators and competition organizer
  - Produce Club calendar and communicate on notice board and website
  - Lead role in coordinating the Club Championships and other events run by the Club
  - Arrange domestic or International training camps when applicable
  - Organise/facilitate coach CPD and Coach Education sessions
  - Provide mentoring, leadership and support to club coaches and evaluate coaches (when necessary)
  - Manage training camp participation and competitor selection processes
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### Commitment

Attend committee meetings and club social events  
Attend competitions, training camps and coach education

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### Role Benefits

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB ASSISTANT COACH

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### Role

To play a vital role leading and developing the Club

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### Skills

- Well organized and efficient
  - Sound knowledge of the club
  - Confident and effective communicator
  - Professional
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### Main Duties

- Supports all duties of the Head Coach
  - Input in to club communications such as monthly newsletters, competition results and press releases
  - Co-ordinate competitions and the event calendar, liaising with the events coordinator and competition organizer
  - To provide help in coordinating the Club Championships and other events run by the Club
  - Provide leadership and support to club coaches
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### Commitment

Attend committee meetings and club social events  
Attend competitions, training camps and coach education

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### Role Benefits

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_





## BANGOR BILIDOWCARS DIVING CLUB DIVER REPRESENTATIVE

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### Role

To act as the link between the administration of the Club and the divers, passing on information and feedback from the divers

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### Skills

- To be an excellent communicator
  - To have a knowledge of the club and athletes
  - Able to seek and represent the views of others
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### Main Duties

- A good Diver Representative is a person that all Club divers can contact and talk to about any comments they may have
  - Attends Club committee meetings and represent the views of the athletes
  - Is a positive role model for all members of the Club
  - Communicates with fellow team members, and provides support and advice where needed
  - Encourages club members to be involved in social and voluntary activities
  - Welcomes new members to the club
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### Commitment

Attend committee meetings and club social events

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### Role Benefits

To develop personal skills e.g. confidence, team working, social skills  
To know you are helping others

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## **BANGOR BILIDOWCARS DIVING CLUB MASTERS REPRESENTATIVE**

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### **Role**

To act as the link between the administration of the Club and the Masters divers, passing on information and feedback from the Masters divers

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### **Skills**

- To be an excellent communicator
  - To have a knowledge of the Club and athletes
  - Able to seek and represent the views of others
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### **Main Duties**

- A good Masters Representative is a person that all Masters divers can contact and talk to about any comments, questions or feedback they may have
  - Attends club committee meetings and represent the views of the athletes
  - Provides the Press Officer and Head coach with competition results and relevant information for newsletters press releases and the website
  - Feedback club information to the Masters divers
  - Is a positive role model for all members of the Club
  - Communicates with fellow team members, and provides support and advice where needed
  - Encourages club members to be involved in social and voluntary activities
  - Welcomes new members to the Club
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### **Commitment**

Attend committee meetings and club social events

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### **Role Benefits**

To develop personal skills e.g. confidence, team working, social skills  
To know you are helping others

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## **BANGOR BILIDOWCARS DIVING CLUB EVENTS CO-ORDINATOR**

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### **Role**

To co-ordinate team travel, itineraries and accommodation at competitions and camps

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### **Skills**

- Well organized and efficient
  - Confident and effective communicator
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### **Main Duties**

- Collate team selections in consultation with the appropriate coaches
  - Ensure that all divers are entered in competitions appropriately
  - Ensure that arrangements are made for the transport and accommodation of teams at non-local competitions
  - Advise the parents, divers and coaches of competition arrangements
  - To co-ordinate and liaise with Club chaperones
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### **Commitment**

Attend committee meetings

Time commitments varies depending on the competition calendar but can be up to 2-3 hours per week at times

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### **Benefits to Self**

An extremely rewarding role within your Club.

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB FUNDRAISING OFFICER

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### Role

To lead and develop opportunities for funding, grants and sponsorship into the club.

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### Skills

- Enthusiastic with a good knowledge and interest in the Club's activities
  - Be an excellent communicator, with good verbal and written skills
  - Have experience and/or an interest in funding opportunities and/or sourcing sponsorship
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### Main Duties

- To identify and target sources of funding for the Club
  - To prepare funding bids in partnership with Club committee members as appropriate
  - To develop sponsorship proposals for the Club
  - Organize and communicate fundraising activities such as raffles, tombola's, sponsored dives/somersaults etc...
  - Organize and communicate three general bag packing sessions per year
  - To promote and publicize any funding and/or sponsorship secured for the club through the club newsletters, website and notice board, in association with the Press Officer/Head Coach
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### Commitment

Ongoing weekly responsibility of approx. 1 - 1.5 hours per week and attendance at all club committee meetings and social events

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### Benefits to Self

An extremely rewarding role within your club.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB SOCIAL SECRETARY

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### Role

Organize and promote club social activities.

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### Skills

- Enthusiastic with a good knowledge and interest in the club's activities
  - Be an excellent communicator, with good verbal and written skills
  - Have experience and/or an interest/passion in funding opportunities and/or sourcing sponsorship
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### Main Duties

- Present ideas of events to Committee
  - Organize, promote and run Club social events throughout the year
  - Produces flyers and posters to advertise forthcoming social events
  - Liaise with web site editor and committee what to include on web site and newsletter
  - Organize any other social events and activities for Club members as the Committee may decide/agree
  - Seeks assistance from the Committee and other Club members to ensure sufficient help to undertake events by delegating specific tasks re-equipment, catering, prizes, raffle etc...
  - Collect money from club events and give to the Treasurer
  - Produces a short article on event for the Club's website/newsletter
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### Commitment

Ongoing weekly responsibility of approx 1 - 1.5 hours per week and attendance at all club committee meetings and social events

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### Benefits to Self

An extremely rewarding role within your club.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB COMPETITION ORGANISER

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### Role

To have a lead role in the organisation of all competitions run by the club

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### Skills

- Well organized and efficient
  - Confident and effective communicator
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### Main Duties

- Have a lead role in the organization of the annual Club Championships
- Liaise with the Head Coach to work out programme of events and venue bookings
- Liaise with appropriate judges, coaches, volunteers and committee members
- Liaise with the Treasurer in creating budget
- Organize thank you letters to appropriate people

### Commitment

Attend committee meetings and club social events

Time commitments varies depending on the competition calendar but can be up to 2-3 hours per week at times

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### Benefits to Self

An extremely rewarding role within your club.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB ASSISTANT SECRETARY

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### Role

To ensure the smooth running of club administrative requirements

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### Skills

- Administration skills desirable
  - Good working knowledge of Microsoft word and minute taking desirable
  - Good verbal and written skills
  - Well organized and efficient
  - Sound knowledge of the club
- 

### Main Duties

- Support the duties of the Secretary
  - Take minutes at committee meetings
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### Commitment

Ongoing weekly responsibility including all club committee meetings

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### Role Benefits

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## BANGOR BILIDOWCARS DIVING CLUB MERCHANDISE OFFICER

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### Role

- Responsible for sourcing, buying and selling the club's merchandise
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### Skills

- Administration skills desirable
  - Good verbal and written skills
  - Well organized and efficient
  - Sound knowledge of the club
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### Main Duties

- Ensures Club merchandise is actively promoted
  - Responsible for maintaining proper records of all stock of club merchandise
  - Liaises with Treasurer regarding payments received from sale of club merchandise and for the purchase of more stock
  - Submits stock figures to Treasurer for inclusion in the club's annual accounts
  - Makes recommendations to the Committee for the need to purchase new merchandise
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### Commitment

Ongoing weekly responsibility including all club committee meetings

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### Role Benefits

Contribution to ensuring the Club has a professional appearance

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_





## BANGOR BILIDOWCARS DIVING CLUB COMMITTEE MEMBER

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### Role

To attend committee meetings and assist on tasks delegated by the committee

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### Skills

- Well organized and efficient
  - Sound knowledge of the club
  - Understanding and impartial
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### Main Duties

- To follow and promote club policies
  - Attend and contribute ideas at committee meetings
  - Help out at Club competitions
  - Carry out any tasks necessary to help in the running of the club
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### Commitment

Attend committee meetings and club social events

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### Role Benefits

Assisting in the smooth running of the club

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_